

BROOMHILL INFANT SCHOOL

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD
HELD ON 22 NOVEMBER 2018**

Present: Derek Grove (Chairperson); Sarah Colver; Lorraine Hill; Joanne Jones; Rebecca Linsell; Deborah Lodge; Catherine Timbers; Helen Whysall; Toby Wilson

Associates: Abigail Thorlby

In Attendance: Jane Freeman (Clerk to Governors); Phil Lenagh (Staff); Helen Downham

1. To receive and, if agreed, approve apologies

Apologies were accepted from Imran Ahmed and Abdool Gooljar

2. Declaration of any pecuniary interests relevant to this agenda

Governors were asked to declare any pecuniary interests relevant to the agenda. Toby Wilson declared his interest as Data Protection Officer for the Sheaf Trust.

3. Appointment of Chairperson and Vice Chairperson and term of office (if applicable)

3.1 Appointment of Chairperson

Resolved: That DG be appointed Chairperson for a period of 12 months.

3.2 Appointment of Vice Chairperson

Resolved: That DL be appointed Vice Chair for a period of 12 months.

4. Confirmation of the minutes of previous meeting and report on matters arising

Resolved: That the minutes of the meeting held on 21 June 2018 be approved and signed.

Matters arising

It was agreed that CT would sort through policies and any requiring an update would be sent out to governors to review.

ACTION

CT/ALL

5. Headteacher's report

The Headteacher's report had been sent to governors prior to the meeting. A couple of governors requested that the report be sent again as they had not received it. **CT agreed to check the email addresses for AT and RL and resend the report.**

CT

The document "Broomhill Infant School, Head Teacher's Report to the Governing Body, Autumn 2018, Thursday 22nd November at 5pm" was discussed in more detail and the following points were highlighted:

5.1 Pupil progress

- Very pleased with the outcomes for last year.
- Two pupil progress meetings have taken place.
- Baseline data has been input.

The document "Red Base Predictions for GLD – Information for Governors (Autumn 2)" was shared. PL gave an update:

- Support has been requested where required.
- 75% of children should reach GLD at this point.
- Some children (this half term) have been identified as setting a target for exceeding.
- One child receives 1:1 support from Vicky who has been amazing.

Q: What about Yellow base?

A: 11 at foundation stage are settling in and making good progress.

PL was thanked for his reports. He left the meeting at 5:35pm.

5.2 Y2

The document "Maths, Predictions for ARE Autumn 2018" was shared and HD gave an update:

- Extra support and additional help has been received.
- Not expecting some children to achieve Y2 at the end of Y2.
- Children are much more confident.
- Volunteer readers have been recruited.

Q: What do you think to the changes in assessment?

A: In some ways it is a sensible change but makes it harder to teach.

Q: Have you got enough assistance?

A: Not got a member of staff on Tuesdays but this is being looked at.

Q: Do any children need 1:1 support?

A: They cope in school and it works having them together.

HD was thanked for her reports. She left the meeting at 5:50pm.

5.3 Phonics

JJ gave an update:

- An assessment has just been completed.
- A few children are very low, but this is being looked at.
- After assessments, children are re-grouped.
- Another assessment will take place at the beginning of next year to make sure the children are making progress.

5.4 Number on roll

It was noted that the number on roll is annoying as it changed after census day.

5.5 SEND

Q: Are some children on alert going to move to SEN support?

A: Hopefully not. Needs are being addressed. It was agreed that at the next meeting that the impact would be reviewed.

5.6 Exclusions

It was noted that there had been an exclusion, and this was the first one as far as anyone could remember.

Q: Does excluding ensure that the child understands?

A: The child is capable of understanding and knows that what happened is unacceptable.

5.7 Fund raising

Fund raising continues to go really well.

Q: Do parents know what you spend fund raising money on?

A: Yes, we put communications in the newsletter.

Thanks were given to RL for the Sheffield Steelers event.

A bid for iPads has been successful but at this point is not known how many will be received.

The bonfire was brilliant and raised just over £1,000.

5.8 External review

Fiona visited in September as part of the Learn Sheffield three ½ day health checks from a lead Ofsted inspector. She had access to the SEF and last year outcomes. She gave positive feedback. **There will be a further visit in January and it was agreed that DG and LH would attend.**

DG/LH

5.9 Sheaf Cooperative Review

CT agreed to send out the report.

CT

It was noted that larger groups have been put in place.

Q: How do the children cope who are struggling?

A: The ones who find it hard are Green Base because they have to come downstairs.

Q: When will you review it?

A: 6th December.

Q: How will you know if it has been a success?

A: We ask the children what they think. They like to be in their class, but maybe it will become more normal later and their view will be more valid next time we ask them.

Q: What feedback have you had from parents?

A: Just one parent has asked a few questions.

5.10 **Volunteers**

There is a gap on Tuesdays. **It was agreed that CT would send out an email to all governors outlining what she is looking for, and any governors who know someone to let her know.**

CT/ALL

5.11 **Pupil premium**

CT agreed to send the report on how the funding is spent and the impact of this.

CT

6. **Annual report on safeguarding**

CT gave a verbal update, and the following points were highlighted:

- A paper copy of the annual report has been retained as there were problems with the site, therefore unable to log on and complete the report.
- The key elements are in place.
- DG visited and checked areas including the Central Records.
- Staff training is up to date.

Q: Have all governors done training?

A: Various governors have completed training and can look at refreshing/updating.

7. **School admissions 2020/21 – to approve the Indicated Admission Number**

Governors agreed the admission number of 40.

8. **SEF and priorities for 2018-2019**

The SEF document had been sent to governors prior to the meeting. Governors discussed the judgements made by the team. A discussion regarding Mastery took place.

Q: How much does this differ year to year?

A: We amend it; it is based on the outcomes of last year.

Q: Does that mean there is a barrier to parents helping because we learned differently?

A: Yes. We have done a list of websites and details for parents to help them and show them how we teach.

Q: Do you know that all parents have access to the internet?

A: We haven't done an audit, but this is something to consider. Learning logs go home.

Q: What computer scheme are you using?

A: Rising Stars.

9. **Committee minutes and reports from governors with curriculum links**

9.1 **Resources – 8 October 2018**

HW gave a verbal update:

- Renting out the garden in Spring/Summer
- Window cleaning will be a joint contract.
- Future meetings will be on Tuesdays at 5pm, the next one will be 29 January 2019.
- Thanks to CT for the keeping the budget under control.

9.2 **TLCC – 22 October 2018**

LH gave a verbal update:

- Draft minutes are available on the Google drive.
- Discussion regarding Forest Schools.
- Decided against the school bus.
- SEND training.

10. **Self-evaluation of Governing body, to include review of:**

10.1 **Committee structure / membership**

It was agreed that the committee structure works well.

10.2 **Committee terms of reference and delegated powers**

It was agreed that the committee terms of reference and delegated powers is efficient.

10.3 **Link governor arrangements**

It was agreed that all bases have link governors.

11. **Evaluation of GB and chair of governors**

It was agreed that DG would contact Mike Patterson regarding a review.

DG

12. **To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2018**

It was agreed to adopt the Governing Board Code of Conduct – NGA Revised Edition 2018.

13. **Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?**

Governors agreed that the core functions had been met.

14. **Date and time of the next meeting**

Resolved: That the next meeting be held on 07 March 2019 at 5:00pm.

Meeting closed at 7:04pm.